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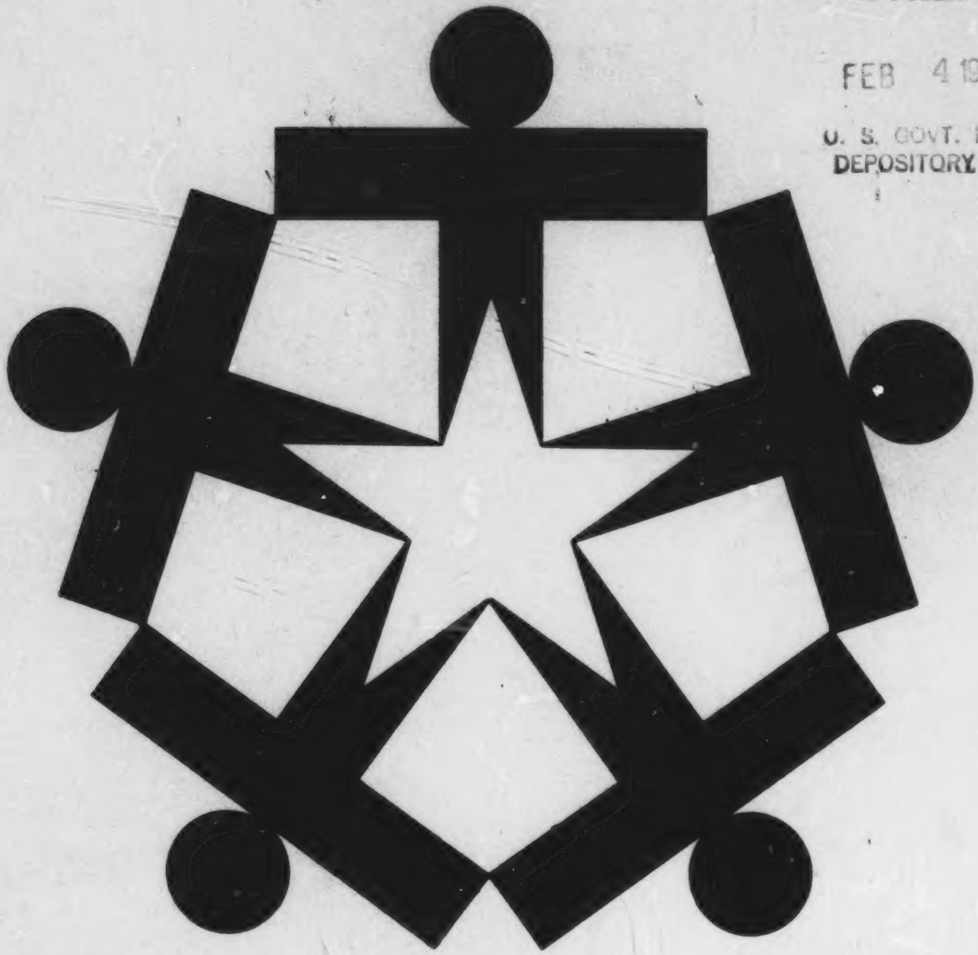

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AWARDS

1-1 Ic26.6 .M28m

Major Federal and non-Federal honor awards, prepared by Incentive Awards Branch, Workforce Effectiveness and Development Group, U.S. Office of Personnel Management. Washington, March 1985. 25 p.

Descriptors: *Awards / *Incentive awards / *Service awards / Federal government.

CAREER PLANNING

1-2

Ballard, D. Michael.

Take the blinders off: job satisfaction does not mean job security. Vital speeches of the day, 52:23-26, October 15, 1985.

Speech delivered to the Public Relations Society of America, 1985 Mid-Atlantic Leadership Conference, Washington, D.C., September 11, 1985.

Descriptors: *Job security / *Job satisfaction / *Public relations specialists--Career opportunities.

1-3

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Descriptors: *Career planning--Research / *Decision-making--Research / *Literature reviews.

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A study of the predictive validity of the career decision scale in identifying longitudinal patterns of career indecision. Journal of vocational behavior, 27:202-209, October 1985.

Descriptors: *Career planning--Research / *Decision-making--Research.

1-5

Neimeyer, Greg J. and others.

Cognitive structures in vocational development. Journal of vocational behavior, 27:191-201, October 1985.

Descriptors: *Career planning--Research / *Decision-making--Research.

CAREER STAFFING

1-6

Baley, Sandra.

The legalities of hiring in the 80s. Personnel journal, 64:112+, November 1985.

Descriptors: *Career staffing / *Selection--Administration / *Selection--Law and legislation.

1-7

Barrett, Paul M.

The recommendation racket: who do we think we're kidding? Washington monthly, 17:33-37, November 1985.

Descriptors: *Employment references.

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1-8
Hunger, Barbara.
How to choose a recruitment advertising agency. Personnel journal, 64:60+, December 1985.
Descriptors: *Recruitment--Administration / *Recruitment--Methods.

1-9
Inks, Lawrence.
What managers should know about hiring dislocated workers. Supervisory management, 30:28-31, December 1985.
Descriptors: *Career staffing / *Adjustment (Psychology).

1-10 Ie122 .M14m
McDaniel, Michael A.
A meta-analysis of the validity of training and experience ratings in personnel selection, by Michael A. McDaniel and Frank L. Schmidt. Springfield, Va.: National Technical Information Service, April 1985. 42 p.
Michael A. McDaniel is a personnel psychologist, U.S. Office of Personnel Management.
Descriptors: *Job applicants--Evaluation / *Job applicants--Selection / *Selection--Methods / *Validity--Research.

CHANGE, ORGANIZATIONAL

1-11
McKinnon, D. Kim.
Reaping the real rewards of employee surveys. Training, 22:49-52, November 1985.
Descriptors: *Organization development / *Survey feedback.

1-12
Nicholas, John M. and Marsha Katz.
Research methods and reporting practices in organization development: a review and some guidelines. Academy of Management review, 10:737-749, October 1985.
Descriptors: *Organization development--Research / *Change, Organizational--Research / Literature reviews.

1-13
Oromaner, David S.
Winning employee cooperation for change. Supervisory management, 30:18-23, December 1985.
Descriptors: *Change, Organizational / *Change, Resistance to / Supervisors--Responsibilities.

CIVIL SERVICE, FEDERAL

1-14
Law center urges government test employees for drug abuse. Behavior today, 16:3-4, December 2, 1985.
Descriptors: *Drugs / *Medical and physical examinations / Federal government.

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1-15
Morse, Marvin H.
A new stride in protecting Federal attorneys. Federal Bar news & journal, 32:288-289, September 1985.
Descriptors: *Attorneys / *Government attorneys / Federal government.

COMMUNICATION

1-16
Crittenden, William F. and Vicky L. Crittenden.
Listening--a skill necessary for supervisory success. Supervision, 47:3-5, December 1985.
Descriptors: *Listening / *Supervisors--Responsibilities.

1-17
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Unblocking the channels of communication. Management review, 74:3, December 1985.
Descriptors: *Communication / *Communication in personnel management.

1-18
Morgan, Philip and H. Kent Baker.
Building a professional image: improving listening behavior. Supervisory management, 30:34-38, November 1985.
Descriptors: *Listening / *Supervisors--Responsibilities.

1-19
Morgan, Philip and H. Kent Baker.
Building a professional image: when you're asked to make a speech. Supervisory management, 30:12-17, December 1985.
Descriptors: *Public speaking / *Lectures and lecturing.

1-20
Simmons, Donald B.
The nature of the organizational grapevine. Supervisory management, 30:39-42, November 1985.
Descriptors: *Grapevine / *Executives--Responsibilities.

1-21
Smith, Frank Edmund.
Does your writing send the wrong signals? Personnel journal, 64:28-30, December 1985.
Descriptors: *Reports--Preparation / *English language--Grammar / *Communication in management.

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Sussman, Lyle.
COMEX: the communication experience in human relations, by Lyle Sussman and Samuel D. Deep. Cincinnati: South-Western, 1984. 218 p.
Descriptors: *Communication techniques--Problems, exercises, etc. / *Human relations.

COMPENSATION

1-23
Belcher, D. W., N. Bruce Ferris and John O'Neill.
How wage surveys are being used. Compensation and benefits review, 17:34-51, September-October 1985.
Descriptors: *Pay surveys--Research.

1-24
Brennan, E. James.
Comparable worth: employers can no longer pass the buck. Personnel journal, 64:110-111, November 1985.
Descriptors: *Pay rates / *Women--Pay.

1-25
Charles, Diane L.
Comparable worth: is it worth it? Training & development journal, 39:63-66, November 1985.
Descriptors: *Pay rates / *Training administration / *Women--Pay.

1-26
Davis, Cynthia.
Overcoming pay discrimination. National business woman, 66:15-17, October-November 1985.
Descriptors: *Pay rates / *Women--Pay.

1-27
English, Carey W. and Maureen Walsh.
"Tot care" brings a bundle of benefits for employes. U.S. news & world report, 99:86, November 25, 1985.
Descriptors: *Day care centers / *Children of working parents / Fringe benefits.

1-28
Foegen, J. H.
Update on benefits: health, home, help, fun, taxes. Personnel administrator, 30:87-91, November 1985.
Descriptors: *Fringe benefits--Case studies / *Health, Employee--Case studies / *Physical fitness.

1-29
Gable, Myron and Stephen Holoviak.
Determining the cost of supplemental benefits. Compensation and benefits review, 17:22-33, September-October 1985.
Descriptors: *Fringe benefits / *Fringe benefits--Costs.

1-30
Garges, Linda.
Update: company benefits. Management world, 14:26, December 1985.
Descriptors: *Fringe benefits / Holidays / Hours of work / Surveys.

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1-31
Oliver, Anthony T., Jr. and Bruce D. May.
Pro-rata payment for unused vacation time. Personnel journal, 64:124-125, November 1985.
Descriptors: *Compensation--Cases / *Vacations--Cases.

1-32 Ie52 .R35w
Ricardo-Campbell, Rita.
Women and comparable worth. Stanford, Calif.: Hoover Institution, 1985. 29 p.
Descriptors: *Pay rates / *Women--Pay.

1-33
Shaw, G. Jerry and William L. Bransford.
Just who is a merit pay employee? Government computer news, 4:68, November 22, 1985.
Descriptors: *Performance-based pay / *Pay increases / *U.S. Office of Personnel Management--Rules and practice / Federal government.

1-34
Walker, C. Terrence.
Salary analysis: using quantitative analysis and descriptive modeling. Compensation and benefits review, 17:52-59, September-October 1985.
Descriptors: *Compensation--Research / *Executives--Pay--Research.

1-35
Ward, Kathryn B. and Charles W. Mueller.
Sex differences in earnings: the influence of industrial sector, authority hierarchy, and human capital variables. Work and occupations, 12:437-463, November 1985.
Descriptors: *Pay rates--Research / *Women--Pay--Research.

1-36
Weinberger, Theodore E.
Auditing graded job structures for classification consistency. Compensation and benefits review, 17:14-21, September-October 1985.
Descriptors: *Compensation administration / *Position classification.

1-37
Weise, Beverly C.
Merit pay--the carrot and the controversy. Classifiers column, 16:6-7, October 1985.
Descriptors: *Performance-based pay / *Performance-based pay--Administration--Evaluation / Federal government.

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1-38
Martin, Merle P.
Instant analyst--consulting. Journal of systems management, 36:8-13, October 1985.
Descriptors: *Business consultants--Evaluation / *Consultants--Evaluation / *Systems analysts--Evaluation.

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1-39
Bazter, Neale.
Counseling: new roles, new entry requirements. Occupational outlook quarterly, 29:23-28, Fall 1985.
Descriptors: *Counseling--Career opportunities / *Counselors--Responsibilities / *Counselors--Certification.

1-40
Cook, Ellen Piel.
A framework for sex role counseling. Journal of counseling and development, 64:253-258, December 1985.
Descriptors: *Counseling--Research / *Sex roles--Research / Literature reviews.

1-41
Mattox, Joe A.
Helping drug-addicted employees. Training & development journal, 39:60, December 1985.
Descriptors: *Drug abusers--Counseling.

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1-42
Summaries of alcoholism treatment assessment research, edited by Dan J. Lettier, Mollie A. Sayers and Jack E. Nelson. Washington: U.S. G.P.O., 1985. 290 p. (NIAA treatment handbook series 1) (DDHS publication no. (ADM)85-1372)
Descriptors: *Alcoholic employees--Rehabilitation--Abstracts / Alcoholic employees--Rehabilitation--Research / *Alcoholism--Abstracts.

DISCIPLINE

1-43
Beary, Rodney P.
Discipline policy--a neglected personnel tool. Administrative management, 46:21-22, November 1985.
Descriptors: *Discipline--Administration / *Discipline--Methods.

1-44
Robbins, Arthur David.
Intervening when there is problem performance. Supervisory management, 30:24-29, November 1985.
Descriptors: *Discipline / *Supervisors--Responsibilities / *Problem employees.

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1-45
Computers and the law. Federal Bar news & journal (Federal Bar Association), 32:220-225+, June 1985.
Contents: Copyright protection of computer programs, by Jon A. Baumgarten; The U.S. Patent and Trademark Office: progress toward automation, by Alice H. Glasgow; Use of computers in the litigation of complex and large cases, by Kenneth A. Reich; Lawyers and computerized law offices, by Robert D. Poling.
Descriptors: *Computer programs--Law and legislation / *Copyright / *Management information systems / *Offices--Automation--Case studies / *Trial practice--Automation / *Electronic data processing / *Attorneys / Federal government.

1-46
Khosrowpour, Mehdi.
MIS leadership in transition. Journal of systems management, 36:18-21, November 1985.
Descriptors: *Management information systems / *Electronic data processing personnel--Characteristics.

1-47
Kornbluh, Marvin.
Medical practice and artificial intelligence: an odd couple? Congressional Research Service review, 6:19-21, November-December 1985.
Descriptors: *Artificial intelligence / *Medicine--Computer programs / *Man-machine systems.

1-48
Simon, Sidney H.
A micro-computer primer. Personnel journal, 64:41-50, December 1985.
Descriptors: *Microcomputers / *Computers.

1-49
Sumner, Mary.
Organization and management of the information center. Journal of systems management, 36:10-15, November 1985.
Descriptors: *Information management / *Electronic data processing--Administration / *Management information systems.

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Cooper, Kenneth C.
Stop it now: how targets & managers can end sexual harassment. St. Louis: Total Communications Press, 1985. 212 p.
Descriptors: *Harassment / *Sex discrimination / *Women--Discrimination.

1-51
Dreyer, R. S.
The honest crook. Supervision, 47:12-13, December 1985.
Descriptors: *Employee theft.

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Friess, Alan.
On sexual harassment. Chief (Civil employees' weekly), 89:4, November 22, 1985.
Descriptors: *Harassment--Law and legislation.

1-53
Stevens, Michael L.
Identifying and charging computer crimes in the military. Military law review, 110:59-94, Fall 1985.
Descriptors: *Computer crimes--Law and legislation / *Computer crimes--Cases / *Security--Evaluation.

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1-54
AIDS in the workplace: issues, advice, and answers. Bulletin to management (Bureau of National Affairs), 36:1-6, November 14, 1985.
Descriptors: *Health, Employee--Administration.

1-55
Aberth, John.
AIDS in the workplace. Management review, 74:49-51, December 1985.
Descriptors: *Health, Employee.

1-56
Barick, Bradford L.
Occupational health programs: the ounce of prevention paying off. Occupational health & safety, 54:38+, September 1985.
Descriptors: *Physical fitness / *Health benefit programs--Case studies / *Preventive health services--Case studies.

1-57
Brennan, Andrew J. J.
Health and fitness boom moves into corporate America. Occupational health & safety, 54:38-40+, July 1985.
Descriptors: *Health, Employee / *Physical fitness / *Health benefit programs.

1-58 S/I
Fair employment vs. the duty to provide a safe working place. Ideas & trends in personnel, p. 153-160, October 7, 1985.
Special report on AIDS.
Descriptors: *Medical and physical examinations / *Discrimination--Law and legislation / *Discrimination--Cases.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

1-59
Haughney, Joseph D.
Increased awareness of health costs emphasizes medical work services. Occupational health & safety, 54:44-46, September 1985.
Descriptors: *Health benefit programs--Case studies / *Medical and physical examinations / *Medical care--Costs / *Preventive health services.

1-60
Indoor air quality. Supervision, 47:9-11, December 1985.
Descriptors: *Working conditions / *Air pollution / *Environmental health.

1-61
Laurence, Jeffrey.
The immune system in AIDS. Scientific American, 253:84-93, December 1985.
Descriptors: *Health, Employee.

1-62
Lippin, Richard A.
Stress release: emerging tool in total stress management program. Occupational health & safety, 54:80-82, June 1985.
Descriptors: *Stress, Psychological--Control / *Health, Employee / *Employee Counseling.

1-63
Moskowitz, Daniel B.
Increasing attention being paid to stress suffered by judges. Washington post (Washington Business section), p. 25+, December 2, 1985.
Descriptors: *Stress, Psychological / *Judges.

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Pave, Irene.
Fear and loathing in the workplace: what managers can do about AIDS. Business week, p. 126, November 25, 1985.
Descriptors: *Health, Employee--Administration.

1-65
Rosen, Robert H.
What really ails employees? Training & development journal, 39:54-56, December 1985.
Descriptors: *Health, Employee / *Stress, Psychological / *Health, Employee--Administration.

1-66
Shostak, Arthur B.
Coping with blue collar stress is solvable management challenge. Occupational health & safety, 55:19-20+, November 1985.
Descriptors: *Stress, Psychological / *Blue collar workers.

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Sloan, Richard P. and John P. Allegrante.
Corporate health is more than a robust balance sheet. Training & development journal, 39:57-59, December 1985.
Descriptors: *Health, Employee--Administration / *Health benefit programs.

EQUAL OPPORTUNITY IN EMPLOYMENT

1-68
Kohl, John P.
Equal employment opportunity in America: an historical past and emerging trends. Labor law journal, 36:835-841, November 1985.
Descriptors: *Equal opportunity in employment--History / *Equal opportunity in employment--Law and legislation / *Civil rights--History.

ETHICS

1-69
Cumming, William Kenneth.
Educational ethics for survival: mentor systems for future learning. Vital speeches of the day, 52:13-16, October 15, 1985.
Speech delivered at the 1st Annual International Conference, Stockdale State College, Pomona, N.J., August 7, 1985.
Descriptors: *Ethics / *Teachers--Ethics / *Mentors.

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Dozier, Janelle Brinker and Marcia P. Miceli.
Potential predictors of whistle-blowing: a prosocial behavior perspective. Academy of Management review, 10:823-836, October 1985.
Descriptors: *Whistleblowing / *Ethics--Research / *Employee conduct / Literature reviews.

1-71
Hinkeldey, Nancy S. and Arnold R. Spokane.
Effects of pressure and legal guideline clarity on counselor decision making in legal and ethical conflict situations. Journal of counseling and development, 64:240-245, December 1985.
Descriptors: *Ethics / *Counselors--Responsibilities / *Legal ethics / Surveys.

1-72
Jansen, Erik and May Ann Von Glinow.
Ethical ambivalence and organizational reward systems. Academy of Management review, 10:814-822, October 1985.
Descriptors: *Business ethics / *Incentive awards / *Organizations--Climate / Literature reviews.

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1-73
Will a few bad apples spoil the core of big business? Business and society review, p. 4-15, Fall 1985.
Contents: Widespread corruption, by Amitai Etzioni; Reality vs. perception, by J. Peter Grace; Personal morality first, by Abraham L. Gitlow; No trend toward dishonesty, by John Hein; Outdated worldview, by Hazel Henderson; Good business practice, by Rance Crain; Adjustment to global economy, by Michael C. Munger; No cure for greed, by Carlton E. Spitzer; Ethics are good business, by W. Michael Hoffman; More flowers than weeds, by William H. Davidson; Reputation and reliability, by Robert W. Lundeen; A question of politics, by David Vogel.
Descriptors: *Business ethics / *Business ethics--Evaluation.

EXECUTIVES

1-74
Weiss, Joseph W.
The view from Route 128: four computer execs speak. Management review, 74:43-45, November 1985.
Descriptors: *Executives / *Electronic data processing personnel.

1-75
Zemke, Ron.
The case of the missing managerial malaise. Training, 22:30-33, November 1985.
Descriptors: *Middle managers / *Training officers--Attitudes / *Burn out (Psychology).

EXECUTIVES--ABILITIES AND CHARACTERISTICS

1-76 Id34 .B29L
Bass, Bernard M.
Leadership and performance beyond expectations. New York: Free Press, 1985. 256 p.
Descriptors: *Leadership / *Executives--Abilities.

1-77
Budescu, David V. and Thomas S. Wallsten.
Consistency in interpretation of probabilistic phrases. Organizational behavior and human decision processes, 36:391-405, December 1985.
Descriptors: *Decision-making--Research / *Probabilities--Research.

1-78 Id46.8 .C59k
Cleveland, Harlan.
The knowledge executive: leadership in an information society. New York: Truman Talley Books, 1985. 261 p.
Descriptors: *Executives--Abilities / *Leadership / *Information science--Social aspects / *Information services--Management.

1-79
Ford, Jeffrey D.
The effects of causal attributions on decision makers' responses to performance downturns. Academy of Management review, 10:770-786, October 1985.
Descriptors: *Executives--Characteristics / *Decision-making--Research / *Organizational behavior--Research / *Organizations--Climate--Research / Literature reviews.

1-80
Gartner, William B.
A conceptual framework for describing the phenomenon of new venture creation. Academy of Management review, 10:696-706, October 1985.
Descriptors: *Executives--Characteristics / *Innovation / *Organizational characteristics / Literature reviews.

1-81
Goldstein, Mitchell H.
Office automation and executive productivity. National productivity review, 4:416-418, Autumn 1985.
Descriptors: *Executives--Abilities / *Automation / *Information management / *Change, Resistance to.

1-82
Hannaway, Jane.
Managerial behavior, uncertainty and hierarchy: a prelude to a synthesis. Human relations, 38:1085-1100, November 1985.
Descriptors: *Executives--Characteristics--Research / *Organizational behavior--Research.

1-83
Harmon, Frederick G. and Garry Jacobs.
Pathway to the top. Supervisory management, 30:14-19, November 1985.
Descriptors: *Executives--Abilities / *Success in employment.

1-84
Herzberg, Frederick.
Where is the passion...and the other elements of innovation? Industry week, 227:37-38+, November 11, 1985.
Descriptors: *Executives--Abilities / *Innovation.

1-85
Kleinfield, N. R.
What it takes: the life of a C.E.O. New York times magazine, p. 32-38+, December 1, 1985.
Descriptors: *Executives--Abilities / *Executives--Characteristics.

1-86
Nichols, Donald R.
Speechwriters: the myth of corporate excellence. Vital speeches of the day, 52:54-57, November 1, 1985.
Descriptors: *Executives--Abilities.

EXECUTIVES--COMPENSATION

1-87 Ie53 .Ex3C76cm 1985

Bacon, Jeremy.

Corporate directors' compensation. New York: Conference Board, 1985. 1v.

Descriptors: *Directors of corporations--Pay / *Executive compensation / *Compensation--Statistics.

1-88

Cawly, Robert H.

A company guide to compensating top executives. Compensation and benefits review, 17:61-66, September-October 1985.

Article reprinted from Today's Executive, Spring-Summer 1985.

Descriptors: *Executives--Pay / *Performance-based pay.

1-89

Zetlin, Minda.

Grounding corporate travel costs. Management review, 74:26-30+, November 1985.

Descriptors: *Executive perquisites / *Travel allowances.

EXECUTIVES--HEALTH AND MEDICAL CARE

1-90

Kiechel, Walter, III.

The managerial midlife crisis. Fortune, 112:197-198+, November 11, 1985.

Descriptors: *Executives--Mental health / *Stress, Psychological / *Middle age.

EXECUTIVES--RECRUITMENT

1-91 Ie124 .T21h

Taylor, A. Robert.

How to select and use an executive search firm. New York: McGraw-Hill, 1984. 143 p.

Descriptors: *Executive recruiters / *Executives--Recruitment.

EXECUTIVES--RESPONSIBILITIES

1-92

Arndt, Beatrice.

Identifying your needs--and acting on them. Federal career insights, 1:1+, December 1985.

Descriptors: *Executives--Responsibilities / *Training.

1-93

Jardine, Andrew F.

Real managers don't believe in Santa Claus. Supervision, 47:6-8, December 1985.

Descriptors: *Executives--Responsibilities / *Executives--Characteristics / *Supervisors--Responsibilities.

1-94 Id182 .Sh1d

Shaeffer, Ruth Gilbert.

Developing strategic leadership. New York: Conference Board, 1984. 45 p. (Conference Board report no. 847)

Descriptors: *Executives--Responsibilities / *Executive effectiveness / *Leadership.

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1-95
Stieglitz, Harold.
Chief executives view their jobs: today and tomorrow. New York: Conference Board, 1985. 94 p. (Conference Board report no. 871)
Descriptors: *Executives--Responsibilities / *Directors of corporations--Responsibilities / *Executives--Case studies.

EXECUTIVES--TRAINING

1-96
Sanoff, Alvin P. and others.
When these gurus preach, business bosses listen. U.S. news & world report, 99:58-61, December 2, 1985.
Descriptors: *Executives--Training / *Leadership training / *Executive effectiveness.

1-97
Useem, Michael.
The rise of the political manager. Sloan management review, 27:15-26, Fall 1985.
Descriptors: *Executives--Training / *Politics, Practical / *Management--Social aspects.

1-98
Willis, Rod.
Peak experience: managers in the mountains. Management review, 74:18-23, December 1985.
Descriptors: *Executives--Training / *Team development / *Leadership training.

HANDICAPPED

1-99
Wertlieb, Ellen C.
Minority group status of the disabled. Human relations, 38:1047-1063, November 1985.
Descriptors: *Handicapped / *Minority groups.

HEALTH PERSONNEL

1-100
Boissoneau, Robert.
Rural hospital CEOs: a new breed. Hospitals, 59:79-81, December 16, 1985.
Descriptors: *Hospital administrators--Abilities / *Executives--Abilities / *Hospital administrators--Selection.

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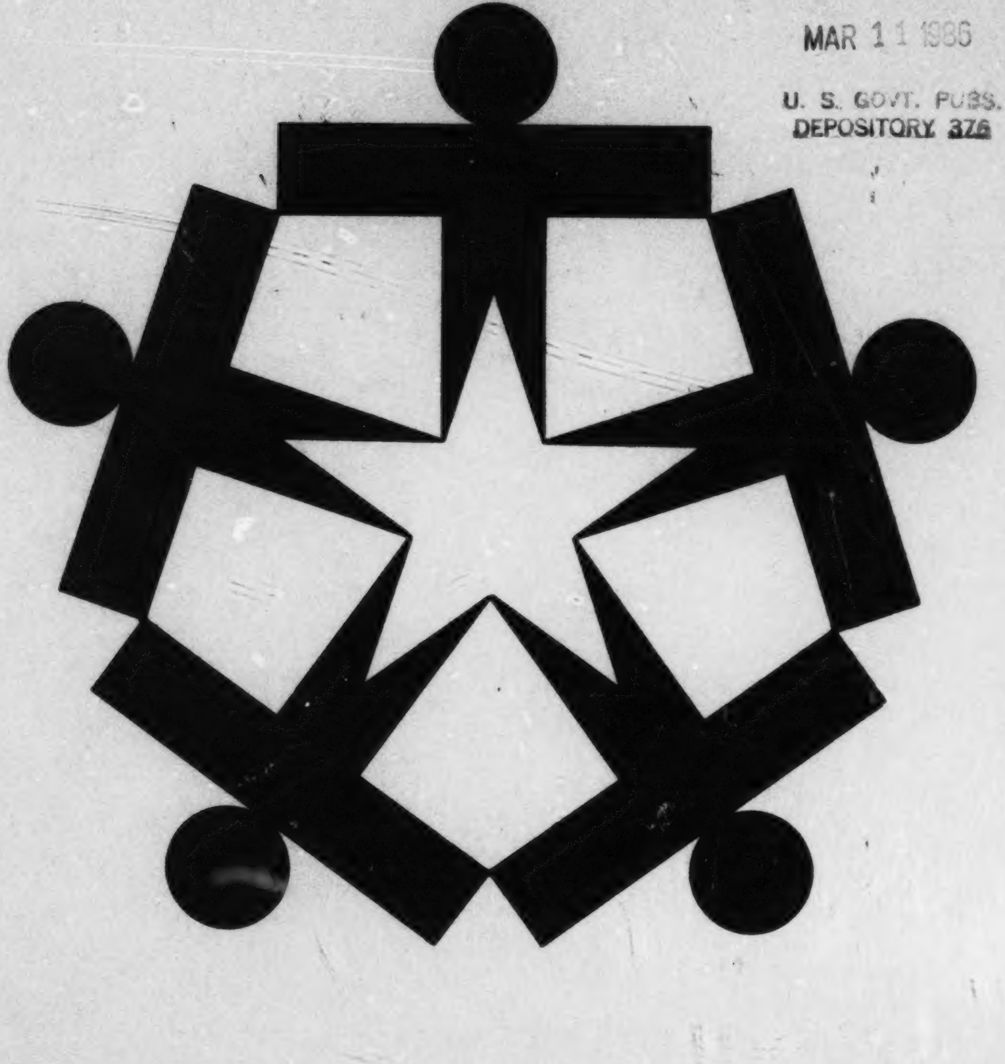

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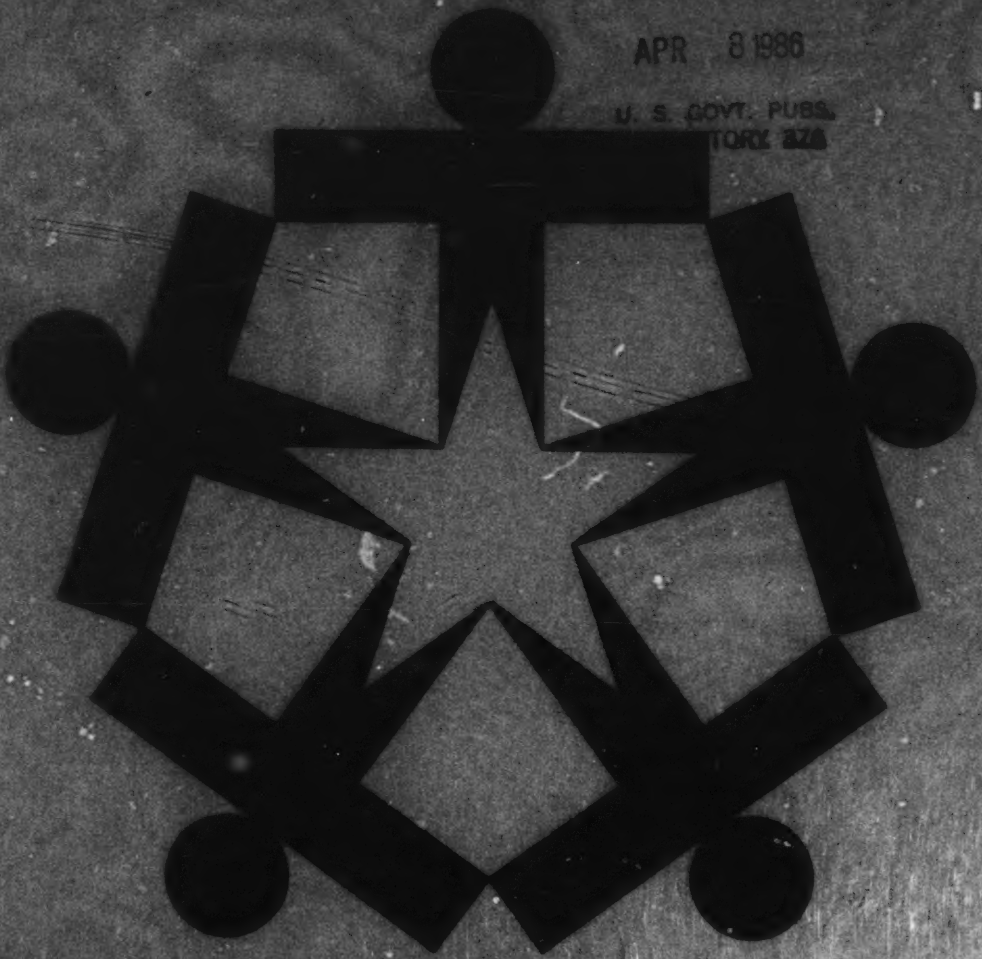

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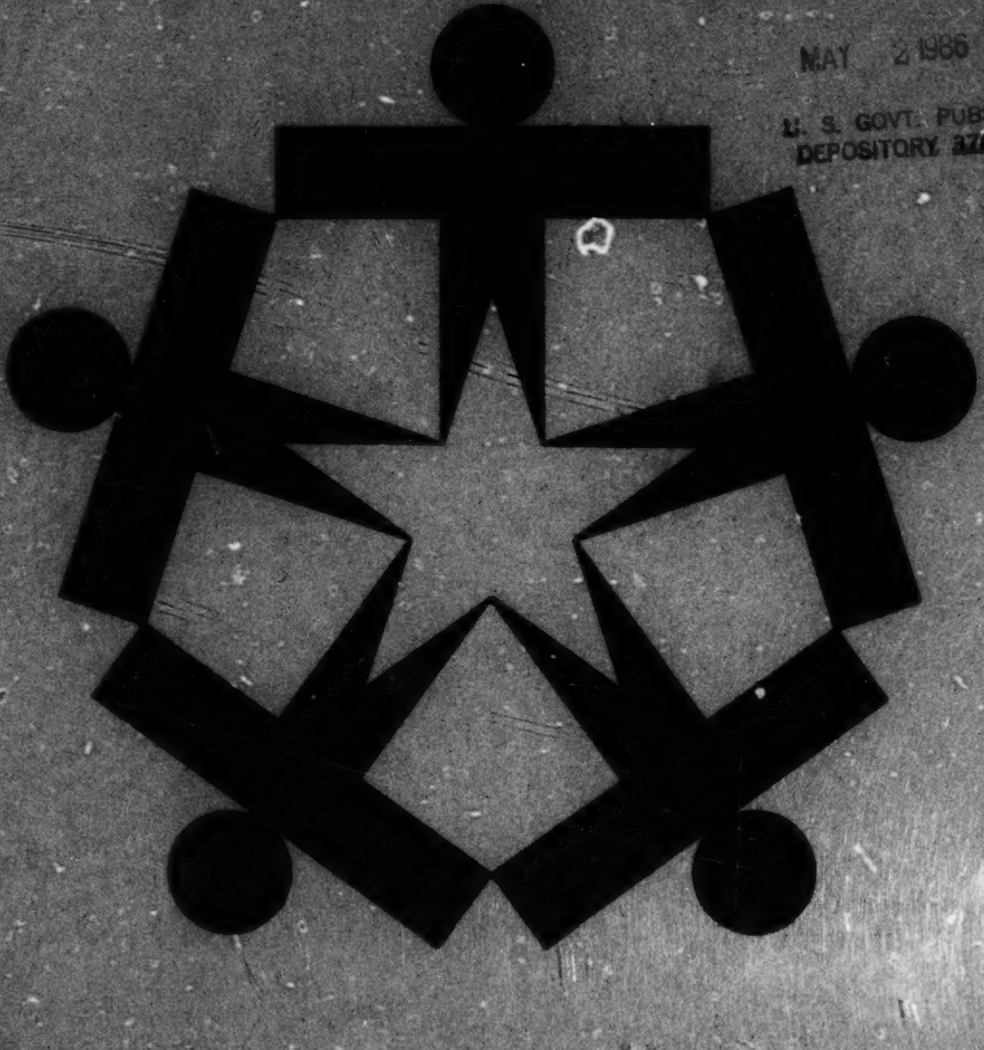

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Descriptors: *Management methods--Case studies / Federal government.

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Tierney R. Bates is a writer-editor, U.S. Office of Personnel Management.

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Descriptors: *Management methods / *Performance evaluation.

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Descriptors: *Management / *Problem employees.

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Descriptors: *Secretaries--Career opportunities / *Secretaries--Employment / *Secretaries--Statistics.

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Langemo, Mark and Daniel R. Boyd.
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Descriptors: *Occupational choice--Research.

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Descriptors: *Conflict resolution / *Conflict, Organizational / *Problem solving.

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Descriptors: *Organizational behavior--Research / *New employees--Research / *Socialization--Research.

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Descriptors: *Organizational behavior / *Human relations training.

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Descriptors: *Decision-making--Group method--Research.

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Descriptors: *Decision-making--Group method--Research.

4-138
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Are you a blue, red or green type? Manage, 37:4+, Fourth quarter, 1985.
Descriptors: *Organizational behavior / *Executives--Characteristics.

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The politics of management. San Francisco: Jossey-Bass, 1985. 269 p.
Descriptors: *Organizational behavior / *Conflict, Organizational / *Organizational behavior--Case studies.

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Ito, Jack K. and Richard B. Peterson.
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4-142
Segall, Linda J.
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OVERSEAS PERSONNEL

4-143
Bennett, Amanda.
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Descriptors: *Overseas personnel--Training / *Executives--Characteristics / *Cross cultural communication.

PARTICIPATIVE MANAGEMENT

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Baer, Walt.
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Descriptors: *Participative management / *Quality of working life / *Change, Organizational / Norway.

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Bache, John F.
Performance appraisals--let's quit appraising and being reviewing. Supervision, 48:10-11+, March 1986.
Descriptors: *Performance evaluation.

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Grensing, Lin.
How to avoid "rating errors" in employee evaluations. Manage, 37:6-7, Fourth quarter 1985.
Descriptors: *Performance evaluation.

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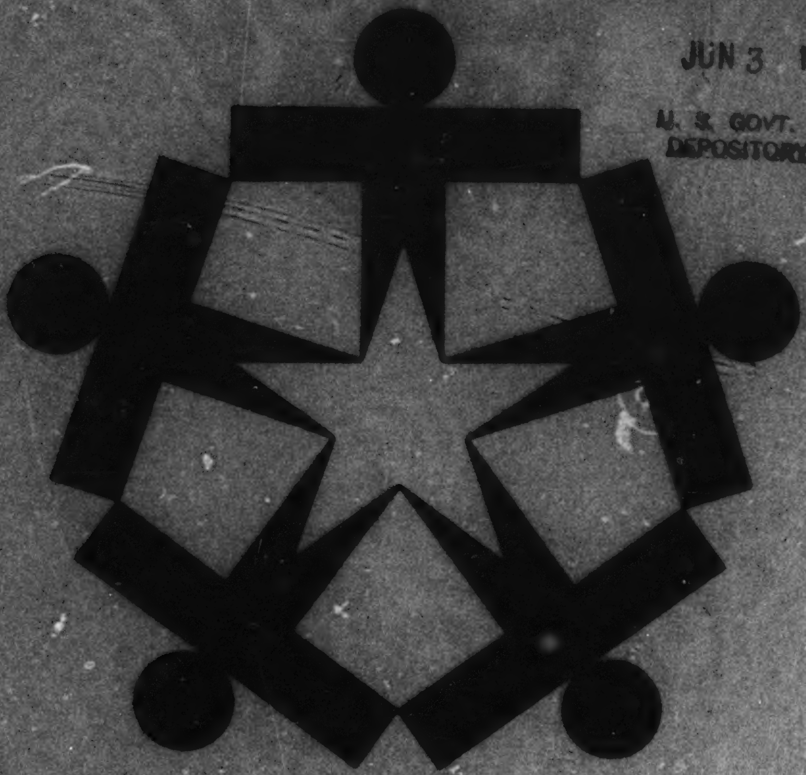

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Descriptors: *Occupational choice--Research / *Tests, Vocational interest--Research.

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Descriptors: *Whistleblowing--Research / *Dissent--Research / *Reprisals--Research.

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Descriptors: *Organizational commitment--Research / *Organizational behavior--Research / *Decision-making--Research.

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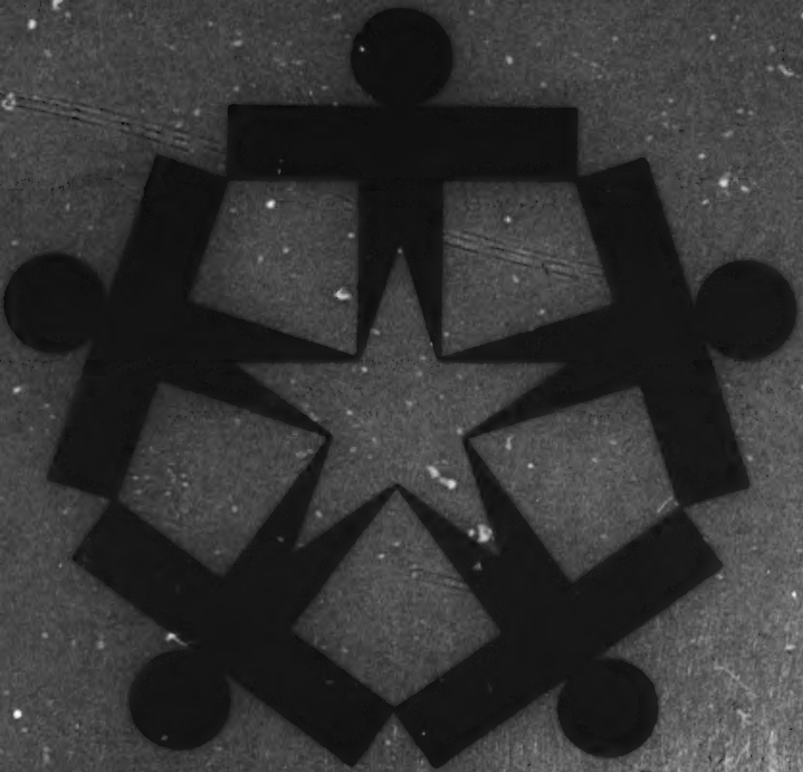

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Descriptors: *Retirement--Law and legislation / Federal government.

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Descriptors: *Safety--Case studies.

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Descriptors: *Supervisors--Abilities.

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Arnold Gerber is an occupational specialist with the U.S. Office of Personnel Management.
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Partial contents: The promise and performance of privatization: the Knoxville experience, by Michael R. Fitzgerald; The myth of private sector superiority in personnel administration, by Ralph Clark Chandler; Implementing private sector strategies in employment and training programs, by Marshall R. Goodman.
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Descriptors: *Relocation.

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Descriptors: *Supervisors--Responsibilities / *Listening / *Stress, Psychological.

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Descriptors: *Test interpretation--Research.

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Descriptors: *Test bias--Research / *Minority groups--Tests / *Test items--Research.

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Descriptors: *Item analysis--Research / *Tests--Evaluation.

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Partial contents: The use of personality assessment in industry: methodological and interpretive problems, by Anne Anastasi; Personality assessment and personnel selection, by Robert Hogan and others; The role of person-environment fit in job performance and satisfaction, by Michael R. Patsfall and Nickolaus R. Feimer; Research findings from personality assessment of executives, by V. Jon Bentz; Using clinical methods in a high-level management assessment center, by Joseph L. Moses; The use of personality measures in a management development program, by David Campbell and Ellen Van Velsor; Honesty testing for personnel selection: review and critique, by Paul R. Sackett and Michael M. Harris.

Descriptors: *Psychology, Industrial / *Tests, Personality / *Assessment centers / *Executives--Characteristics.

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Descriptors: *Prejudices and antipathies / *Tests, Mental / *Sex discrimination.

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Estimating the validity of aptitude and ability tests for semiprofessional occupations using the Schmidt-Hunter interactive validity generalization procedure. Washington: U.S. Office of Personnel Management, Office of Staffing Policy, Test Examining Division, 1985. 77 p. (OSP-85-3)

Descriptors: *Selection--Methods / *Junior Federal Assistant examination / *Tests, Aptitude--Research / *Tests, Ability--Research / Test validity / Federal government.

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THOUGHT AND THINKING

7-268

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Making them more creative. Training, 23:30-34+, May 1986.

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THOUGHT AND THINKING (Cont'd)

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Descriptors: *Creative thinking / *Thought and thinking.

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Partial contents: The structure of human memory, by William F. Brewer and John R. Pani; A simulation model for the comprehension of technical prose, by David Kieras; Problem-solving skill in the social sciences, by James F. Voss and others.
Descriptors: *Learning motivation / *Learning, Psychology of / *Problem-solving.

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Descriptors: *Training administration.

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Courtney, Roslyn S.
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Descriptors: *Training officers--Certification.

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Descriptors: *Computer operators--Training / *Electronic data processing personnel--Training / *Computer-assisted instruction.

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7-283
Lee, Chris.
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Descriptors: *Training--Law and legislation.

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Descriptors: *Training administration / *Training needs analysis.

7-285
Magnus, Margaret.
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Descriptors: *Training administration / *Futures (of society).

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Mainiero, Lisa A. and Paul J. Upham.
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Descriptors: *Employee development / *Scientists--Training / *Engineers--Training / *Training.

7-287
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Descriptors: *Training--Costs / *Training--Evaluation / *Training administration.

7-288
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Descriptors: *Training evaluation / *Instructional objectives.

7-289
Rand, James F.
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Descriptors: *Training administration / *Management.

7-290
Sweetnam, Sherry.
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Descriptors: *Training planning / *Reports--Preparation.

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Working mothers and the family context: predicting positive coping. Journal of vocational behavior, 28:241-253, June 1986.
Descriptors: *Mothers--Employment--Research / *Stress, Psychological--Research.

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Partial contents: The wage gap; What can trade unions do for women?
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Fagenson, Ellen A.
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Descriptors: *Women--Employment--Research / *Literature reviews.

7-294
Schneider, Dorothy.
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Descriptors; *Women military personnel / *Military personnel / *Married women--Employment.

WORK LIFE

7-295
Bartunek, Jean M.
The effects of job characteristics and gender on hourly employees' personal responsibility. Journal of social psychology, 126:95-104, February 1986.
Descriptors: *Job factors--Research / *Quality of working life--Research / *Job satisfaction research.

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Collins, Eliza G. C.
A company without offices. Harvard business review, 64:127-136.
Descriptors: *Work-at-home--Case studies.

7-297
Wagel, William H.
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Descriptors: *Communications / *Day care / *Job satisfaction.

WORKFORCE PLANNING

7-298 Id228 .F87p
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Perspectives on employment: management summary. New York: Conference Board, 1986. 15 p. (Conference Board research bulletin ; no. 194)
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Descriptors: *Workforce planning / *Labor supply / *Employment forecasts.

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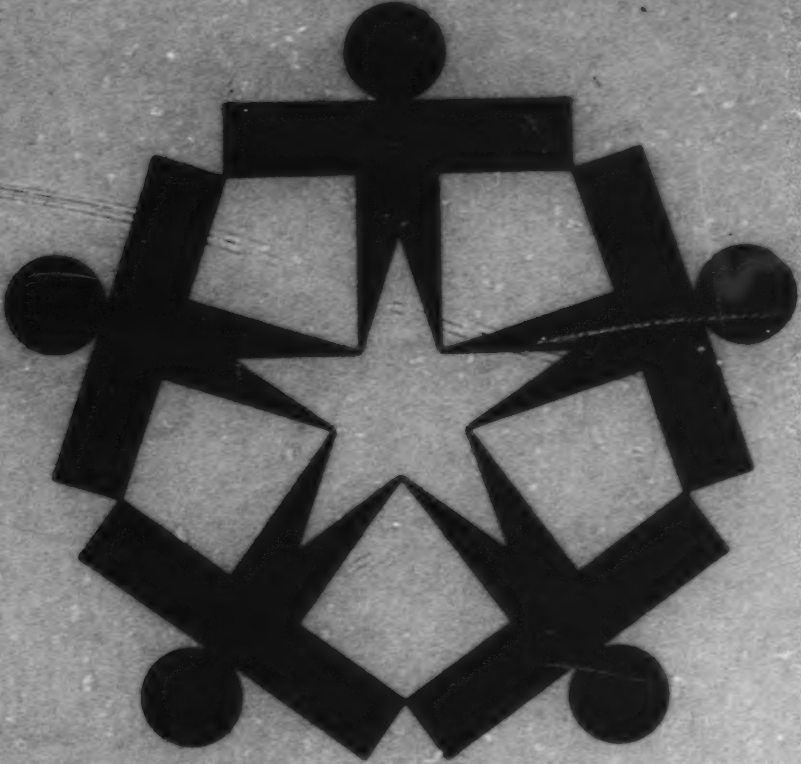

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Descriptors: *Handicapped--Rehabilitation / *Volunteers.

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Descriptors: *Management / *Planning / *Futures (of society).

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Descriptors: *Management / *Technological change / *Office management / *Futures (of society).

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Descriptors: *Motivation / *Success / *Sex roles.

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Descriptors: *Secretaries / *Sex roles / *Secretaries--Career opportunities.

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8-82
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Descriptors: *Organizational behavior / *Organizational structure / *Organization charts.

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Descriptors: *Organizational behavior / *Decision-making--Group method / *Communication.

8-85
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Descriptors: *Organizational behavior--Evaluation.

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Descriptors: *Conflict, Organizational--Case studies / *Problem employees-Case studies.

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Descriptors: *Organizations--Climate--Research / *Organizational effectiveness--Research.

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Descriptors: *Organizations--Research / *Management theory--Research.

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Descriptors: *Organizations--Research / *Organizations--Theory.

PARTICIPATIVE MANAGEMENT

8-90
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Descriptors: *Participative management / Federal government.

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8-91
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Descriptors: *Quality circles / *Participative management.

8-92
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Social bases of support for workplace democracy: trends among Swedish workers in Gothenburg 1977-1980. Work and occupations, 13:241-263, May 1986.
Descriptors: *Industrial democracy--Research / *Participative management--Research / *Sweden.

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Choosing between directive and participative management. Supervisory management, 31:14-16, January 1986.
Descriptors: *Participative management / *Management methods.

8-94
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Profitability: the key to successful employee involvement programs. S.A.M. advanced management journal, 51:22-25, Spring 1986.
Descriptors: *Participative management / *Quality circles.

8-95
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Descriptors: *Participative management / *Quality circles / *Decision-making--Group method.

8-96
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The question of quality circles. Psychology today, 20:36-38+, March 1986.
Descriptors: *Quality circles / *Quality circles--Research.

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Measurement is the key: charting circle success--a model for recognizing quality circle performance. Quality circles journal, 9:14-15+, June 1986.
Descriptors: *Quality circles / *Participative management--Methods.

8-98
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Descriptors: *Participative management--Evaluation.

PERFORMANCE EVALUATION

8-99
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Descriptors: *Performance evaluation--Case studies.

8-100
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10 steps to objective appraisals. Personnel journal, 65:66-71, June 1986.
Descriptors: *Performance evaluation--Administration / *Supervisors--Responsibilities.

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Descriptors: *Performance evaluation / *Performance evaluation--Administration.

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Descriptors: *Performance evaluation--Cases / *Performance evaluation--Methods--Cases / *Physicians.

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Descriptors: *Performance evaluation / *U.S. Office of Personnel Management--Rules and practice / Federal government.

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Descriptors: *Performance evaluation / *Personnel information systems / *U.S. Department of Commerce / *U.S. National Aeronautics and Space Administration / Federal government.

PERFORMANCE MANAGEMENT

8-105
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PERSONNEL ADMINISTRATION

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Descriptors: *Personnel administration--Evaluation / Pay administration--Evaluation / *Personnel information systems--Evaluation / U.S. Department of the Navy / Federal government.

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8-107

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Is there a crisis in the personnel department's identity? Personnel journal, 65:86-93, June 1986.
Descriptors: *Personnel departments.

PERSONNEL POLICIES

8-108

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Descriptors: *Medical and physical examinations / *Drug abusers--Personnel policies / Federal government.

8-109

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Descriptors: *Personnel policies / *Insurance, Health / *Insurance, Life / *Executives--Attitudes.

8-110

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Descriptors: *Medical and physical examinations--Law and legislation / *Drug abusers--Personnel policies / *Alcoholic employees--Personnel policies.

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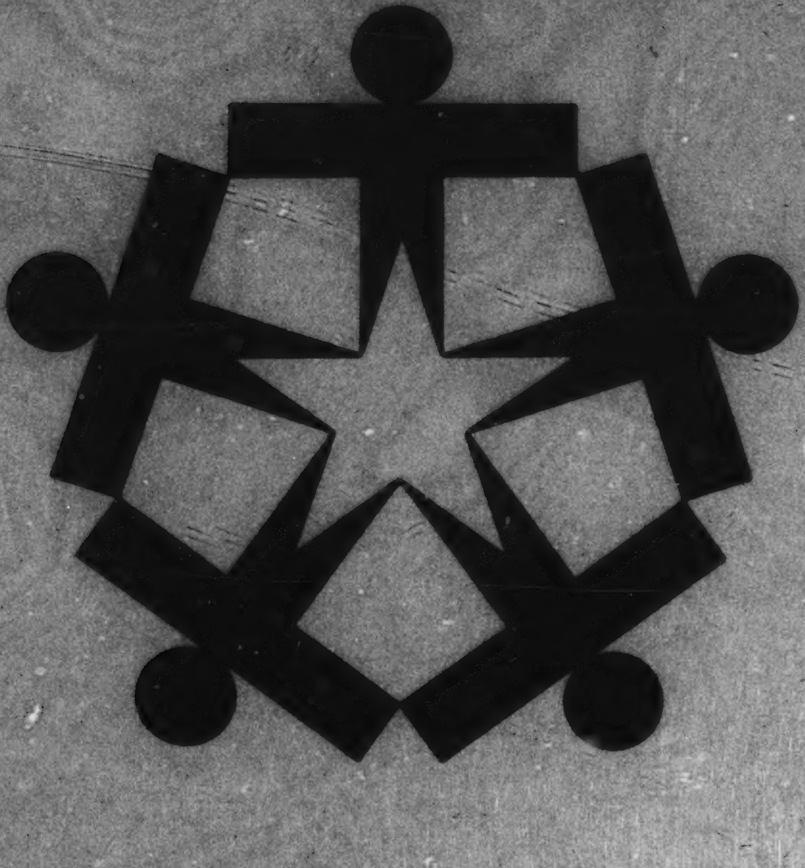

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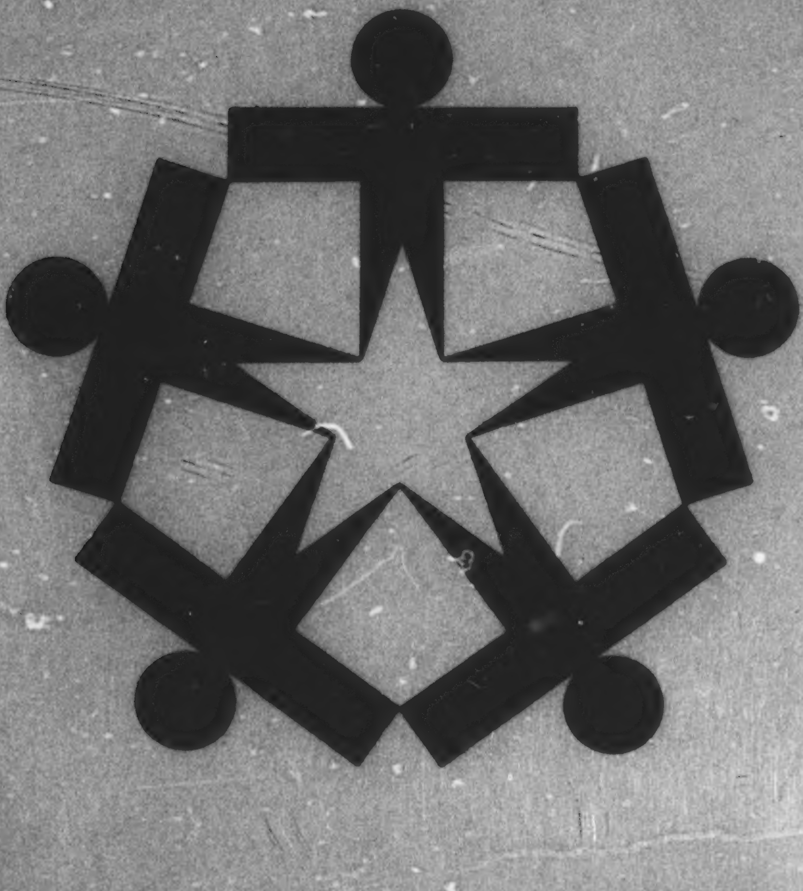

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Descriptors: *Training / *Job titles / *Psychologists.

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CHANGE, ORGANIZATIONAL

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Descriptors: *Commerical correspondence / *Writing / *Non-verbal communication.

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Descriptors: *Memorandums / *Writing.

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Luschin, Jeanne P.
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Descriptors: *Negotiation--Computer programs / *Negotiation--Study and teaching.

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Niehouse, Oliver L.
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Descriptors: *Communication / *Oral communication / *Listening.

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Descriptors: *Cafeteria compensation / *Fringe benefits.

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Burger, Lewis S.
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Descriptors: *Pay rates--Evaluation.

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Descriptors: *Pay rates--Cases / *Women--Pay--Cases.

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Descriptors: *Stock purchase plans / *Profit-sharing / *Employee ownership.

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Descriptors: *Delegation / *Management.

ELECTRONIC DATA PROCESSING

10-28
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Descriptors: *Psychotherapy--Computer applications / *Computer-assisted instruction / *Computer-assisted counseling / Literature reviews.

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Descriptors: *Artificial intelligence / *Computer programs.

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Descriptors: *Alcoholic employees--Personnel policies.

10-32
Hutchins, Dexter.
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Descriptors: *Smoking / *Employee conduct / *Personnel policies.

10-33
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Descriptors: *Harassment / *Sexual ethics / *Personnel policies / *Training.

10-34
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Descriptors: *Drug abuse / *Alcoholism / *Employee conduct / *Medical and physical examinations.

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Oldfield, Kenneth and Nancy Ayers.
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Descriptors: *New employees / *Employee conduct.

10-36
Powell, Gary N.
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Descriptors: *Employee conduct / *Sexual ethics.

10-37
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Descriptors: *Employee theft / *Polygraphy.

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Descriptors: *Employee conduct / *Employee theft / *Supervisors--Responsibilities.

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EMPLOYEE HEALTH AND MEDICAL CARE

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Descriptors: *Health, Employee--Law and legislation / *Personnel policies / *Chronic diseases.

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Alessandra, Anthony.
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Descriptors: *Burn out / *Stress, Psychological.

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Dlutowski, Janine M.
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Descriptors: *Personnel policies--Cases / *Chronic diseases--Cases / *Health, Employee--Cases.

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Firth, Jenny and David A. Shapiro.
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Descriptors: *Stress, Psychological--Research / *Psychotherapy--Evaluation / Literature reviews.

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Descriptors: *Health, Employee / *Health education.

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Kuzmits, Frank E. and Lyle Sussman.
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Descriptors: *Health, Employee / *Chronic diseases / *Personnel policies.

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Latack, Janina C.
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Contents: ASPA queries firms on existence of AIDS policies; Will AIDS victims retain employment protection?; Insurance industry urges Congress' help for AIDS.
Descriptors: *Health, Employee / *Personnel policies / *Chronic diseases.

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White, David M.
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Descriptors: *Health benefit programs / *Physical fitness / *Health, Employee.

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Buonocore, Anthony J. and Dallas R. Crable.
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Descriptors: *Equal opportunity in employment--Law and legislation / *Affirmative action / *Training.

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Descriptors: *Civil service ethics / *Whistleblowers / Federal government.

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10-52
Bailey, Jeff.
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Descriptors: *Executives--Career opportunities / *Staff and line.

10-53
Baum, Laurie and John A. Byrne.
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Descriptors: *Subordinates' appraisals / *Executive effectiveness.

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Descriptors: *Executives / *Married women--Attitudes toward / *Women--Attitudes toward.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

10-56
Boyer, Glen L.
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Descriptors: *Executives--Abilities / *Leadership style / *Executive effectiveness.

10-57
Hornstein, Harvey A.
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Descriptors: *Executives--Abilities / *Executives--Characteristics / *Executives--Responsibilities / *Creative thinking.

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Howard, Ann.
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Descriptors: *Prediction of occupational success--Research / *Success in employment--Research / *Management potential--Research.

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Descriptors: *Executives--Characteristics / *Executives--Motivation / *Executives--Evaluation / *Job security.

EXECUTIVES--HEALTH AND MEDICAL CARE

10-60
Goleman, Daniel.
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Descriptors: *Executives--Mental health / *Executives--Characteristics / *Stress, Psychological / *Success.

10-61
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EXECUTIVES--SELECTION AND TESTS

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Descriptors: *Executives--Selection / *Executives--Abilities / *Selection.

EXECUTIVES--TRAINING

10-63
Draper, Norman.
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Descriptors: *Executives--Training / *Communication / *Interviewing / *Press.

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Frey, Barbara R. and Ruth B. Noller.
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Descriptors: *Mentors--Research / *Management development--Research.

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Descriptors: *Management development / *Executives--Training / *Training methods / *Management--Study and teaching.

HOURS OF WORK

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Ehrlich, Elizabeth and Michael A. Pollock.
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Descriptors: *Moonlighting / *Part-time work / *Hours of work.

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Contents: Part-time professionals: the flexible work force, by Diane S. Rothberg; The flexible work force: what part-time professionals think, by Abby Brown; The flexible work force: what organizations think.
Descriptors: *Part-time work / *Professional employees / *Quality of working life / *Part-time workers--Case studies / Federal employment.

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Zachmann, Robeto.
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Descriptors: *Shorter workweek--Research / *Shorter workweek--Tables.

INSURANCE, HEALTH

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Descriptors: *Insurance, Health / *Eye care insurance.

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Descriptors: *Job satisfaction research.

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Descriptors: *Job satisfaction research.

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Descriptors: *Vacations--Research / *Job satisfaction research.

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Oldham, Greg R. and others.
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Descriptors: *Job satisfaction research / *Organizational behavior--Research.

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Descriptors: *Job satisfaction research / *Labor turnover causes--Research / *Participative management--Research.

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Descriptors: *Employee attitudes--Research / *Job satisfaction research / *Job enrichment--Research.

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Ehrenhalt, Samuel M.
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Descriptors: *Labor supply / *Labor force--Statistics.

LABOR-MANAGEMENT RELATIONS

10-80
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Descriptors: *U.S. Federal Labor Relations Authority--Decisions / *Labor management relations--Decisions.

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Nolan, Dennis R. and Roger I. Abrams.
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Descriptors: *Arbitration--Research.

10-82
Sulzner, George T.
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Descriptors: *Labor-management relations / *Civil service reform--Administration--Evaluation / *Federal government.

LABOR TURNOVER

10-83
Halcrow, Allan.
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Descriptors: *Labor turnover / *Recruitment / *Job satisfaction.

LEADERSHIP

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Barbour, George P., Jr. and George A. Sipel.
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Descriptors: *Leadership / *Public administration.

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Descriptors: *Leadership / *Leadership style.

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Contents: City management and leadership: a necessary partnership, by Joyce D. Ross; Integrating management and leadership, by John F. Azzaretto; Choosing the right management style, by Kenneth Blanchard.
Descriptors: *Leadership / *Management / *Public administration / Municipal government.

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Contents: Rise early, work late, strike oil!, by William D. Scalf; Management philosophies: a second look, by Rodger L. Bennett; Solving the management equation, by Roy R. Pederson; My philosophy of management, by John Darrington; Leadership by example, by Jay A. Gsell.
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McAfee, R. Bruce and Betty J. Ricks.
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Descriptors: *Leadership / *Supervisors--Responsibilities.

10-90
Phillips, Jack J.
Authority: it doesn't just come with your job. Management solutions, 31:35-37, August 1986.
Descriptors: *Supervisors--Characteristics / *Authority / *Leadership style.

10-91
Richardsen, Astrid M. and William E. Piper.
Leader style, leader consistency, and participant personality effects on learning in small groups. Human relations, 39:817-836, September 1986.
Descriptors: *Leadership style--Research / *Organizational behavior--Research / *Learning motivation--Research.

10-92
Warn, R. S.
Characteristics of leadership. Manage, 39:14, no. 2 1986.
Descriptors: *Leadership / *Supervisors--Characteristics.

LEAVE

10-93
Elder, Janet.
Parental leave bill: its effect on men. New York times, p. C1+, August 27, 1986.
Descriptors: *Children of working parents / *Leave / *Family (Sociological unit)

LEAVE (Cont'd)

10-94
Solving the sick leave dilemma. Supervision, 48:10-11, September 1986.
Descriptors: *Sick leave / *Leave / *Absenteeism.

MANAGEMENT

10-95
Aptman, Leonard H.
Project management: a process to manage change. Management solutions, 31:30-34, August 1986.
Descriptors: *Project management / *Change, Organizational / *Management.

10-96
Bowlin, William F.
Evaluating performance in governmental organizations. Government accountants journal, 35:50-57, Summer 1986.
Descriptors: *Organizational effectiveness--Research / *Performance--Research / *Cost-effectiveness analysis / *U.S. Air Force / Federal government.

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Bowman, James S. and Frederick K. Caison.
Japanese management in America: experts evaluate Japanese subsidiaries. S.A.M. advanced management journal, 51:22-28, Summer 1986.
Descriptors: *Management theory--Research / *Leadership style--Comparative studies / Japan.

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Gaming: preparing decision-makers for crisis. Government executive, 18:33-34+, July-August 1986.
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Descriptors: *Crisis management / *Decision-making / *Game theory.

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Dowd, Ann Reilly.
What managers can learn from manager Reagan. Fortune, 114:32-35+, September 15, 1986.
Descriptors: *Executive effectiveness / *Leadership style / *Executives--Abilities.

10-100
Geisler, Eliezer.
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Descriptors: *Artificial intelligence / *Man-machine systems / *Management methods.

MANAGEMENT (Cont'd)

10-101
Goldstein, Mitchell H.
Project management systems. National productivity review, 5:290-296, Summer 1986.
Descriptors: *Project management--Computer programs / *Critical path analysis--Computer programs / *Computer programs.

10-102
Human-resource change keeps up with technology. World of work report, 11:2-3, September 1986.
Descriptors: *Management methods--Case studies / *Multiple management--Case studies.

10-103
Kimmerling, George F.
Gaining firm ground. Training & development journal, 40:22-25, March 1986.
Descriptors: *Information management.

10-104
Murphy, Betty Southard, Wayne E. Barlow and D. Diane Hatch.
Importance of record keeping and safety data. Personnel journal, 65:26+, August 1986.
Descriptors: *Records administration / *Personnel information systems.

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Descriptors: *Management information systems / *Electronic data processing / *Management.

10-106
Schilit, W. Keith.
Guidelines for entrepreneurial success. S.A.M. advanced management journal, 51:44-48, Summer 1986.
Descriptors: *Selection / *Supervision / *Management.

10-107
Sutton, Robert I., Kathleen M. Eisenhardt and James V. Jucker.
Managing organizational decline: lessons from Atari. Organizational dynamics, 14:17-29, Spring 1986.
Descriptors: *Management--Case studies / *Organizational structure--Case studies / *Reduction in force--Case studies.

10-108
Tubbs, Mark E.
Goal setting: a meta-analytic examination of the empirical evidence. Journal of applied psychology, 71:474-483, August 1986.
Descriptors: *Goal setting--Research.

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10-109
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Descriptors: *Management--Comparative studies / *Management development / *China.

MORALE

10-110
Johnson, Cindy L. and Artie S. Lewis.
Program replaces flowers for office support. Management solutions, 31:38-43, August 1986.
Descriptors: *Morale / *Job satisfaction / *Secretaries.

MOTIVATION

10-111
Mondy, R. Wayne, Shane R. Premeaux and Arthur Sharplin.
Motivation in practice. Manage, 39:13+, no. 2 1986.
Descriptors: *Motivation / *Job satisfaction / *Supervisors--Responsibilities.

OCCUPATIONS AND OCCUPATIONAL CHOICE

10-112
Atlas, Stephen L.
Breaking away: two ex-Feds in the private sector. Management (U.S. Office of Personnel Management), 6:12-13+, no. 1 1986.
Descriptors: *Mobility, Occupational / *Occupational choice / Federal government.

10-113
Leonnig, Carol D.
Guarding officials just part of a day's work at Secret Service. Federal times, 22:23, August 25, 1986.
Descriptors: *U.S. Secret Service / *Law enforcement personnel / *Law enforcement personnel--Training / Federal government.

OLDER WORKER

10-114
Bird, Charles P. and Terri D. Fisher.
Thirty years later: attitudes toward the employment of older workers. Journal of applied psychology, 71:515-517, August 1986.
Descriptors: *Older worker--Utilization--Research / *Age discrimination--Research / *Employee attitudes--Research.

10-115
Croft, Nancy L.
It's never too late. Nation's business, p. 18-22+, September 1986.
Descriptors: *Retirees--Employment / *Older worker--Employment.

10-116
Poore, Mark.
Older workers. Occupational health & safety, 55:12-14, August 1986.
Descriptors: *Older workers--Characteristics / *Older workers--Employment / *Older workers--Utilization.

ORGANIZATIONAL BEHAVIOR

10-117

Ashford, Susan J.

Feedback-seeking in individual adaptation: a resource perspective. *Academy of Management journal*, 29:465-487, September 1986.

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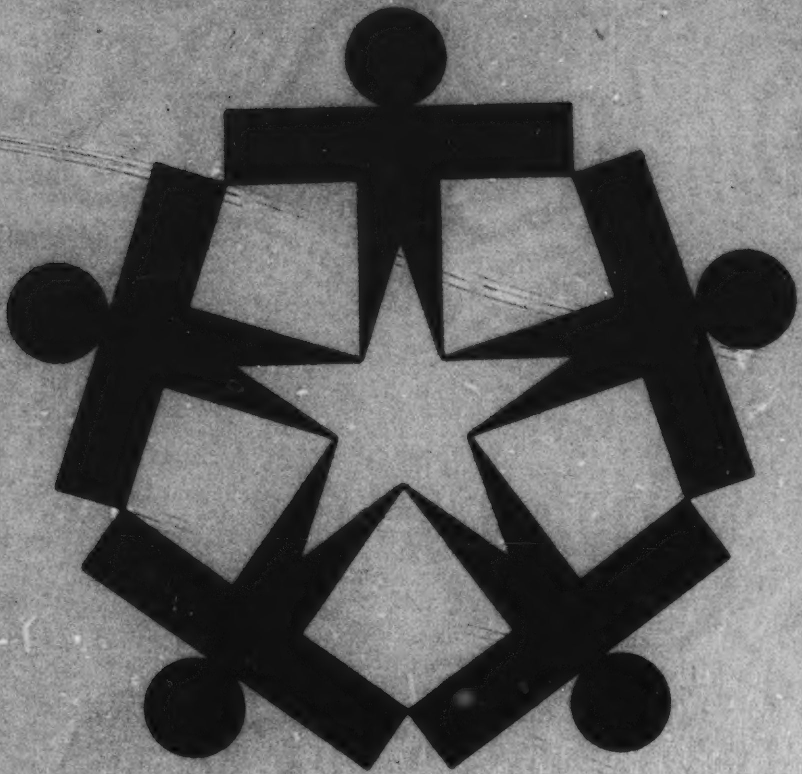

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Descriptors: *Compensation administration--Automation / *Compensation administration--Case studies.

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Descriptors: *Eavesdropping / *Corporate crimes / *Espionage.

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Descriptors: *Chronic diseases--Law and legislation / *Health, Employee.

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Descriptors: *Professional ethics / *Legal ethics--Case studies.

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Descriptors: *Ethics / *Business ethics.

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Bringing moral values back in: the role of formal philosophy in effective ethical public administration. International journal of public administration, 8:429-453, no. 4 1986.
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If you want your ideas approved. Management solutions, 31:4-11, September 1986.
Descriptors: *Executives / *Success in employment.

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Descriptors: *Executives--Abilities--Research / *Executive effectiveness--Research / *Productivity improvement--Research.

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Skilled incompetence. Harvard business review, 64:74-79, September-October 1986.
Descriptors: *Executives--Characteristics / *Executives--Abilities / *Communication in management.

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Descriptors: *Executives--Characteristics--Research / *Middle managers--Characteristics--Research / *Performance--Research.

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How a management team selects managers. Harvard business review, 64:6-8+, September-October 1986.
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Double indignity. Washington monthly, 18:47-51, October 1986.
Descriptors: *Freedom of information / *Medical records / *Medical records--Law and legislation / *Employee rights.

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Projects with industry: its role in transition. American rehabilitation, 12:2-5+, July-September 1986.
Descriptors: *Physically handicapped--Employment--Case studies.

11-75
Peirce, Neal R.
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Descriptors: *Physically handicapped--Employment / *Physically handicapped--Rehabilitation / *Paraplegics--Employment / *Architectural barriers.

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Vagnoni, James.
Telecommuting: homebased computer-related employment for severely disabled persons. American rehabilitation, 12:6-9+, July-September 1986.
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HEALTH PERSONNEL

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11-78 S/C
Silver, Sheryl.
Nursing still shows a positive future. Washington post (Job market 1986 supplement), p. 11, September 28, 1986.
Descriptors: *Nurses--Employment / *Male nurses--Employment.

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Descriptors: *Flexible work hours / *Scheduling / *Hours of work.

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Descriptors: *Temporary employees / *Hours of work / *Technicians--Employment.

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Descriptors: *Part-time work / *Part-time workers / Federal government.

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11-82

Nordstrom, Rodney and R. Vance Hall.

How to develop and implement an employee incentive program. Management solutions, 31:40-43, September 1986.

Descriptors: *Incentive awards.

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Health coverage for retirees: a timebomb. Personnel, 63:54-60+, August 1986.

Descriptors: *Retirees--Insurance / *Insurance, Health / *Retirees--Insurance--Costs / *Retirees--Insurance--Cases / *Retirees--Insurance--Law and legislation.

11-84

Kuzela, Lad.

Health-care costs: time for a checkup. Industry week, 230:30-32, September 1, 1986.

Descriptors: *Insurance, Health--Costs / *Medical care--Costs / *Cost control.

11-85

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Of bungled bills and clumsy claims handling. Industry week, 230:33+, September 1, 1986.

Descriptors: *Insurance, Health--Administration.

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11-86

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Descriptors: *Goal setting--Research / *Task analysis--Research / *Literature reviews.

11-87

Green, Samuel B. and Thomas Stutzman.

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Descriptors: *Job analysis--Research.

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The effects of tokenism on work alienation among urban public school teachers. Work and occupations, 13:399-420, August 1986.
Descriptors: *Job satisfaction research / *Alienation--Research / *Discrimination--Research.

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Descriptors: *Job satisfaction research.

JOB SEARCH

11-90
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Descriptors: *Job search / *Job applicants.

11-91
McKendrick, Joseph E.
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Descriptors: *Applications for positions / *Job applicants / *Job search--Methods.

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Napier, Nancy Knox.
Finding the right company. Management world, 15:15-16, September-October 1986.
Descriptors: *Job search / *Annual reports.

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Avoid search sabotage. Washington post (Job market 1986 supplement), p. 12, September 28, 1986.
Descriptors: *Job search / *Resumes / *Applications for positions.

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Descriptors: *Training / *Supervisors--Training.

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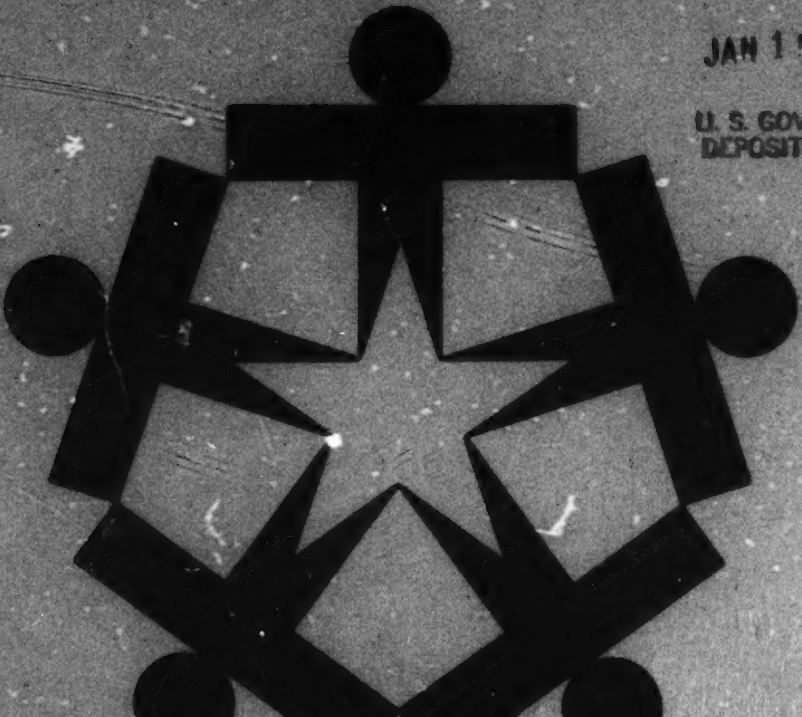

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